



**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input type="checkbox"/> FINAL <input type="checkbox"/>
Position Title: DEPUTY CLERK OF COURT	Department: Clerk of Court
Immediate Supervisor's Position Title: Clerk of Court	FLSA Status/Pay Classification Code: Non Exempt
Original Description Date:	Revised Date:
Oversight Committee:	Approved Date:
Approved by:	Approved Date:

Job Summary:

The Vilas County Deputy Clerk is responsible for assisting the Clerk of Court with maintaining and processing division court records and for coordinating the flow of office documents, work, and information between office divisions, the court, outside agencies and the public. The Deputy Clerk performs duties that can involve independent judgment and initiative within policy guidelines established by the Clerk of Court and under the supervision of the Clerk of Court. All duties and responsibilities are performed under and subject to the review and guidance of the Clerk of Court.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes division records for traffic, criminal, civil, small claims, juvenile, family and paternity case files, including entering of case, docketing and monitoring case activity on state automated system. Prepare and organize case files for court activity.
- Schedules all case types for appropriate hearings to adhere to case processing guidelines, contacts local bar, officers and litigants to ensure availability for hearing.
- Drafts orders, judgments, warrants and other documents for Judiciary signature. Prepares cases for further collection and tax intercept.
- Signs orders, judgments and subpoenas where appropriate.
- Records minutes of courtroom activities.
- Swears in witnesses, jurors and bailiffs for court testimony.
- Processes appeals in accordance with statutory time frames.
- Processes substitution of judges, judicial transfers and assignments.
- Gathers information of defendants to complete paperwork for probation or assessment and forward to appropriate agency and collection forums.
- Collects and receipts funds to appropriate case and accounts into automated systems and manual files.
- Audit cases for unpaid fines and report them to State Debt Collection or to State Agency for Tax Interception.
- Maintains inventory and orders all office supplies, forms, printing and equipment for the department.
- Complies with open record requests by conducting and verifying record searches and case reviews.
- Contacts appropriate state, county or local agency to resolve and clarify cases as needed.
- Provides information and assistance to case parties and general public regarding court policies and procedures.
- Provides information to law enforcement agencies with court orders, Judgment of Convictions, Temporary Restraining Orders/Injunctions, bonds, warrants.
- Processes passport applications and works with State, federal and local personnel as required.
- Researches statutes, administrative codes, legislative bulletins, bond schedules, etc. to obtain correct site and information for entry and/or disposition of cases.

- Maintains confidentiality regarding records and operations.
- Performs other duties of a comparable level/type, as assigned.

PUBLIC / CUSTOMER RELATIONS:

- Answer to citizens' complaints or concerns.
- Communicate with a diverse group of people such as District Attorney, Corporation Counsel, Sheriff, Jail Administrator, Human Relations Manager, Social Services Director, Zoning Administrator, Finance Manager, Clerks of Courts and Judges from other counties, staff, school officials, community news and media and attorneys.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<input type="checkbox"/> Other:	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A

Major Field of study or emphasis:

B. Licensure/Certification:

<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A

C. Required Work Experience:

<input type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 2 years previous experience in the legal type system including exposure to legal terminology, court procedures and processes or any combination of education and experience that provides equivalent knowledge, skills, and abilities.	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Fundamentals of the Clerk of Court including its services, legal terminology, and general court rules and procedures.
- State Statutes, Court rules and functions, and operating procedures for all case types.
- Fundamentals of English, spelling, punctuation, and grammar.
- Knowledge of computers, business productivity software applications (i.e. spreadsheets, word processing, email, internet browsers, presentational software, etc.) and database applications and their use including specialized court system software and applications.
- Basic fundamentals of record keeping (e.g. Model Record Keeping) and office administrative procedures.
- Knowledge of statutory time frames and deadlines in processing and monitoring cases.
- Knowledge of county policies .

Skilled in:

- Oral and written communications.
- Establishing and maintaining effective working relationships with employees, supervisors, judges, attorneys, officials, department heads, and the public.
- Prioritizing and organizing a variety of responsibilities.
- Learning, interpreting, applying and implementing court rules and procedures.
- Learning, drafting and preparing court documents, legal documents, updating and maintaining court records, files and databases.

- Customer relations and office etiquette procedures and practices.
- Using and applying department databases, software and case management applications.
- Typing, data entering, and filing.
- Proofreading documents and records for correct grammar, vocabulary, and spelling.
- Performing duties and tasks that require considerable attention to detail, precision, accuracy and time frames or deadlines.
- Basic office recording keeping activities and the receipting of receipts.
- Basic business mathematic skills.
- Keyboarding skills.
- Using and creating spreadsheets and general office productivity software/applications.
- Applying office and county policies and procedures pertaining to confidentiality.

SECTION VI: HAZARDOUS WORKING CONDITIONS:

ENVIRONMENTAL:

- Frequently work under distractions and time pressure.

PHYSICAL DEMANDS / HAZARDS:

- Duties of the job are primarily office support and administrative support in nature performed in a typical County office.
- May be subject occasionally to irate or angry citizens.
- Frequently required to stand, walk, sit, use hands and fingers, reach with hands and arms, talk or hear.
- Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

SECTION VI: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.